

Master Plan

Aichi-Nagoya 2026 Asian Para Games

March 2024



5th Asian Para Games
Aichi-Nagoya 2026

AINAGOC

His Excellency Majid Rashed, President of the Asian Paralympic Committee,

On behalf of the AINAGOC, I would like to express my sincere respect for your continuous commitment towards the development of para sports in Asia. We also appreciate your support for Aichi-Nagoya in hosting the Asian Para Games as the sports event for the four billion people in Asia.

As the first step of preparing for the Games, the AINAGOC has drawn up the master plan for hosting the Asian Para Games. This plan presents the vision of the Games and the framework covering various fields. Based on the master plan, we will proceed with the specifics in each field. We humbly ask for your approval of the Master Plan to host the Games.

To ensure the success of the Games, the AINAGOC will work closely with the host city Aichi-Nagoya and the Japanese Paralympic Committee (JPC). We would appreciate your further support and guidance as we move forward.

March 2024



Hideaki Ohmura

President of AINAGOC

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This plan was established based on the information available as of March 2024, including the status of the previous Asian Para Games, and is therefore subject to change due to various factors.

Chapter 1 Overview

1.1 Principles & Marks

1.1.1 Slogan

IMAGINE ONE HEART

こころを、ひとつに。

- We can imagine and we will imagine. Each athlete competing on this dream stage holds their passion within, this goes beyond our imagination.
- It comes as a pair with the Aichi-Nagoya Games' slogan [IMAGINE ONE ASIA], to express everyone's spirit to be united as ONE through the Games. The Aichi-Nagoya 2026 Asian Para Games will be the perfect platform to deliver and deepen 'imagine.

1.1.2 Emblem



- By using the design components of the Asian Games emblem, the Para Games emblem harmonized with the Asian Games expresses the burning passion of the Para athletes in a warm colour element. This emblem also signifies the constant passionate spirit which will be passed on from the Aichi-Nagoya Games to the future Asian Para Games.
- It also represents the never-ending passion that continues from the Aichi-Nagoya 2026 Asian Para Games to the future Asian Para Games.

1.1.3 Mascot

- Mascot design and 3D model will be announced two (2) years before the Games.

1.2 Facts & Figures

○ Title

Official name	Aichi-Nagoya 2026 Asian Para Games
Abbreviation	①5th Asian Para Games Aichi-Nagoya 2026 / ②Aichi-Nagoya 2026 Games / ③Aichi-Nagoya 2026

○ Organiser

Official name	AINAGOC
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○ Host City

- Aichi Prefecture government and City of Nagoya

○ Games Period

- From Sunday, October 18 to Saturday, October 24, 2026

○ Participants

- Delegations (Athletes and Team Officials) 3,600~4,000
- The number of athletes is between two thousand four hundred (2,400) and two thousand seven hundred (2,700). The number of the persons who are with limitation in mobility or daily wheelchair users among these athletes and NPC Team Officials shall be between eight hundred eighty (880) and nine hundred fifty (950). The number of the foregoing athletes and NPC Team Officials will be finally determined through the discussion between the APC and the LOC by eighteen (18) months prior to the Opening Ceremony.
- APC Family / VIP: 800 (expected)
- Games Officials: 800 (expected)
- Media: 2,500 (expected)
- Volunteers: 12,000 (expected)
- The number of Games operation staff, sponsors, etc. will also be added to the above.

○ Games Facilities

- Competition Venues, Training Venues, Athletes Village (hereinafter referred as “Accommodations for athletes and team officials”), Main Media Centre (MMC), etc.

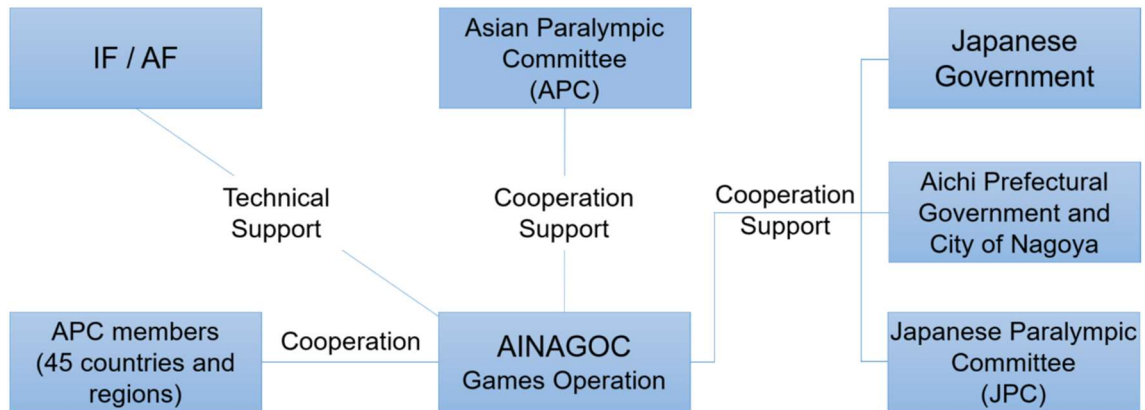
○ Sports Programme

Chapter 1 Games Operation

- Refer to the 2.1.1 sports programme
- o Other events
 - Opening and Closing ceremonies, torch relay, cultural programs, etc.

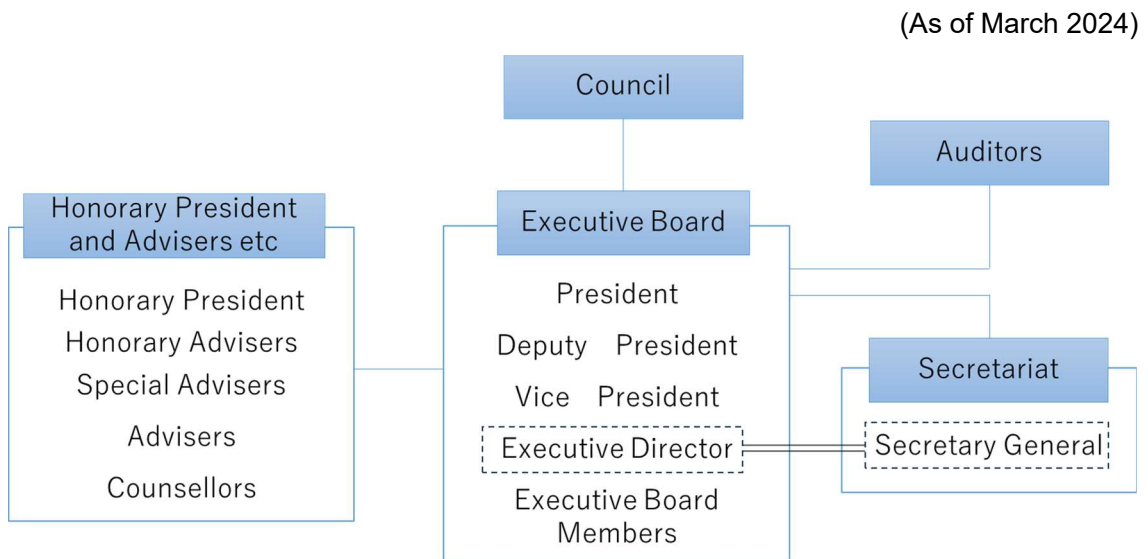
1.3 Games Operation

o Games Stakeholders



o Organisational Structure

- The AINAGOC will establish the necessary function at each preparation phase.
 - Current status of the AINAGOC



Chapter 2 Operations

2.1 Sports

2.1.1 Sports Programme

- Number of Sports : 18

Number of Sports	Sports Programme
18	Para Archery, Para Athletics, Para Badminton, Boccia, Para Cycling, Blind Football, Goalball, Para Judo, Para Powerlifting, Shooting Para Sport, Sitting Volleyball, Para Swimming, Para Table Tennis, Para Taekwondo, Wheelchair Basketball, Wheelchair Fencing, Wheelchair Rugby, Wheelchair Tennis

- Sports programme is specified in the Asian Para Games 2026 Sports Programme contract. The sports to be scheduled in the Asian Para Games 2026 are set forth in the Asian Para Games 2026 Sports Programme (as described Appendix C in the Host city contract).
 - In the event that a Party intends to change the Scheduled Sports due to a difficult situation under which the Scheduled Sports are performed (e.g., lack of appropriate venues, insufficient of budget or personnel, insufficient of athletes' population), the Party shall offer the change with the reason to the other Parties and all Parties shall discuss the change.
 - The expected number of athletes is between two thousand four hundred (2,400) and two thousand seven hundred (2,700). The expected number of NPC Team Officials shall be between one thousand two hundred (1,200) and one thousand three hundred (1,300). The number of the persons who are with limitation in mobility or daily wheelchair users among these athletes and NPC Team Officials shall be between eight hundred eighty (880) and nine hundred fifty (950). The number of the foregoing athletes and NPC Team Officials will be finally determined through the discussion between the APC and the LOC by eighteen (18) months prior to the Opening Ceremony.
- Competition schedule

- For the competition schedule, daily schedule, session schedule and event schedule will be created.
- The sports program (sports/disciplines/events, medal events, competition venues, daily schedule, and session schedule draft) will be submitted to the APC at least eighteen (18) months prior to the Games.

2.1.2 Sport Related Services

- Expressions of Interest (EOI) (called “Sports Entry” in Asian Games)
 - An entry policy aiming for efficient operation of the Games will be established at least eighteen (18) months before the Games. Sports entry manual will be created and submitted to the APC.
 - Expressions of Interest (EOI): October to December 2024
 - Entry by Number: July to September 2025
 - Entry by Name: April to June 2026
 - Preferred sports and approximate number of athletes will be asked at the Expressions of Interest (EOI).
- Technical Handbook
 - A technical handbook which covers outline of the Games, sports information, etc. will be prepared at least one (1) year prior to the Games and will be distributed to each National Paralympic Committees (NPC).
 - General information: the AINAGOC, host city, accreditation, accommodations, arrival and departure, medical services, etc.
 - Sports information: schedule of sports, events, venues, sports rules, sports entries, sports equipment, medical services, anti-doping, victory ceremony, classification, etc.
- Sports Related Publications
 - Sports-related releases to be distributed to athletes, team officials, etc. will be considered as necessary.
- Official Publications
 - The AINAGOC shall submit to the APC for written approval a list of proposed Aichi-Nagoya 2026 Asian Para Games 2026 publications with referencing the list of the past Asian Para Games publications, no later than twenty-four (24) months prior to the Games.

2.1.3 Sports Equipment

- Create Sports Equipment List
 - The type and quantity of equipment required for the operation of the competition will be discussed with the IF/AF and a list of sports equipment will be prepared.
- Procurement of Sports Equipment
 - Sports equipment will be procured efficiently and accurately as Value in kind (VIK) from sponsors, paid rental and purchase.

2.1.4 Victory & Medal Ceremony

- Operation of the Victory Ceremony
 - The ceremony will be held in a suitable atmosphere for commending winners.
 - Training will be provided for the operation staff and victory ceremony assistants, etc. in advance to ensure that the ceremony is conducted smoothly.
 - Necessary items including the podium, costumes, and music suitable for the atmosphere of the victory ceremony will be prepared.
 - Plan regarding the contents of the ceremony will be created in consultation with the APC.
- Medals & Diploma certificates
 - Prize winning medals, Certificate of Merit (for the top six (6) athletes), and other necessary items will be produced.
 - Prize winning medal design will symbolize the host city, Aichi-Nagoya and approved by the APC. Production of the medal will start in 2024.
- Presenter
 - Prize winning medals will be presented by the APC President or a person approved by the APC.
 - Details will be determined in consultation with the APC.
- Delegation flags & National Anthems
 - The delegation flags and national anthems of respective delegations will be used for the victory ceremony.
 - The delegation flags and national anthems will be checked for its accuracy at the Chef-de-Mission meetings, etc.
- Other goods, etc
 - Other than prize winning medals and Certificate of Merit, commemorative item will be

presented to symbolize the host city, Aichi-Nagoya.

2.1.5 Medical Services

○ Overview

- Medical services will be available during the period of the Games within the scope required to carry out duties at the Games.

○ Structure of providing medical services

- Operation plan and medical guideline etc. (including anti-doping) for systematically providing medical services will be formulated taking into account the opinions of experts and the APC.
- The medical care scheme will be established in cooperation with medical institutions and health related authorities concerned, etc. in the vicinity of the venues to offer reliable and safe medical services.

○ Establishment and operation of medical stations

- Set up a medical station in necessary competition and non-competition venues, (eg. accommodation for, MMC and HQ Hotel etc.) to provide first aid. Also, establish a scheme to enable to transport patients to nearby hospitals when necessary.

○ Establish of a public health management scheme

- Basic measures for health and hygiene will be established for the Games. to prevent the outbreak and spread of accidents such as food poisoning and clusters of infections
Efforts will be made to maintain the hygiene of facilities related to the Games and to maintain the health of those involved in the Games.

2.1.6 Anti-Doping

○ Overview

- A Doping Control Stations (DCS) will be set up at the competition venues and Athletes' accommodations.
 - Coordination and planning for the operation of doping control will be formulated in cooperation with the Japan Anti-Doping Agency (JADA) and-the APC etc.
 - For doping control staff, we will provide the necessary Doping Control Officers (DCOs), chaperones, and administrative personnel etc. in liaison with the APC.

2.1.7 Test Events

○ Overview

- Various international and national events held in Aichi prefecture and/or Nagoya city will be made good use as test events, so that operational capability will be ensured for the Games based on issues identified and experience gained.
 - The opportunity to ensure the test event of at least two sports including athletics and swimming, will be organised in coordination with IF/AF/NF.
 - The implementation plan for test events will be formulated.
 - Test events will be organised to accumulate knowledge for operation of the Games. (from September 2025 to June 2026).

2.1.8 Classification

○ Overview

- Provide the necessary environment for the classification of each sport in order to conduct the proper examination.

○ Management of Classification

- The classification will be arranged with the APC, IPC, and IF.
- Classification for physical impairment and intellectual impairment are considered to be conducted at the competition and training venues while visual impairment to be conducted at the appropriate location.
- For Vision impairment, classification will be conducted at a separate venue.

○ Guideline

- A guideline on the classification of each competition will be issued to NPCs.

○ Procurement

- Coordinate with the APC, IPC and IF in procurement of the necessary equipment.

○ Classification operation during the Games

- Required function of the Classification Coordination Centre will be assembled and considered to operate properly.

2.1.9 Repair Services

○ Overview

- Basic repair and maintenance services for wheelchairs and prosthetics are provided.

- Implementation
 - The AINAGOC will consider the sports to have the repair services, the contents of the services, and how to implement, and ask consultation with the IF and AF.
- Identifying requirement
 - Organise requirements for venues, staff and equipment, etc. to provide the necessary services for the Games.
- Management
 - Once the appropriate management method is decided, an operational manual will be created.

2.1.10 Sports Presentation

- Overview
 - Conduct sports presentation with announcements and music so that the competition will be held smoothly, boost excitement at the venue and enable athletes to do their best performance.
- Key points
 - Discussion with the APC will be conducted to decide if a consultant should be appointed. Coordinate necessary equipment and staff required, depending on the content and method of each venue.
- Sport Presentation Plan version 1
 - The AINAGOC will submit the first version of the Sport Presentation Plan to the APC for approval no later than twelve (12) months prior to the Games.

❖ Roadmap

2.1 Sports	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Sports Programme																	
Sports				● Decision													
Medal Event												★ Submit to APC					
Daily Schedule												★ Submit to APC					
Session Schedule												★ Submit to APC (Draft version)					
Event Schedule																	
Sport Related Services																	
Entry Manual		Review and Prepare										★ Submit to APC					
Expression of Interest(Entry by Sports)																	
Entry by Number																	
Entry by Name																	
Prepare Technical Handbooks and Various Guides								Ver.1					Ver.2 and various guides				● Distributed to NPCs
Prepare and submit draft list of publications to be prepared							Review list and prepare					★ Submit to APC					
Sports Equipment																	
Creation of Sport Equipment List		Consideration and preparation from Past Conventions															
Procurement of Sport Equipment								Review Procurement Methods and Procurement for each competition.									
Victory & Medals Ceremony																	
Operation of the Victory Ceremony								Formulation of plan									
Production of the Prize Medals							Design selection		Review and coordinate production and management methods				Manage and Storage				● Publish
Production of the Podium							Research and final decision					Production					
Production and storage of the certificates, commemorative items etc.							Review					Production					
Medical Services																	
Develop a medical and hygiene services implementation plan and medical guideline etc. (including contents on Anti-Doping).		Create base plan				Formulation of implementation plan				Create medical guideline etc.							
Coordinate with medical and health-related institutions.		Coordinate with institutions; Designation and coordination with back-up hospitals															
Establishment and operation of medical stations																Establish and Operate	
Review the public health management system		Review various measures related to public health															

Chapter 2 Sports

2.1 Sports	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Anti-Doping	Review, analyse and coordinate with Form contracts various agencies with the agencies Coordinate and implement																
Collect information, liaison and coordination with APC, JADA, etc.	Examine placement standards etc.																
Secure required personnels																	
Test Events																	
Planning Test Events	Prepare plan																
Conduct Test Events	Conduct in order of scheduled events																
Classification	Coordinate with the IPC, APC and IFs; coordinate conditions for CF arrangement, VI inspection policy, establish personnel structure																
Management of Classification	Apply to each IF via APC for appointment of CCF ●																
Create guideline	Compile, publish and update information																
Procurement	Create equipment list for each competition/VI inspection ● Publish V1 to NPCs																
Operation of various centre	Review installation Manage, collect and disseminate information ● Decide on venue																
Repair Services																	
Implementation																	
Summary																	
Management	Review the operation, create manuals, implement operation																
Sport Presentation																	
Key points	Discuss with the APC, review the implementation details																
The first version of the Sport Presentation Plan	★ Submit to APC																

2.2 Ceremonies & Cultural Program

○ Overview

- A plan will be considered and formulated based on opinions of art and culture experts.

2.2.1 Opening & Closing Ceremonies

○ Overview

- Opening Ceremony: October 18, 2026 (Sunday)
Closing Ceremony : October 24 2026 (Saturday)
- Participants: Athletes and team officials, APC family, Media and spectators
- Ceremony Venue: Nagoya City Mizuho Park Athletic Stadium
(Main Stadium with seating capacity of thirty-five thousand (35,000) seats including temporary seats)
- Content: Performance and ceremony

○ Production

- Basic plan that includes the planning and production will be created by mid-June 2024 and will be considered and decided by external experts from art, sports, business, and government officials based on the Games concept “IMAGINE ONE HEART”
- After the creation of the basic plan, implementation plan that states the content of the ceremony and preparation and operation plan will be created by the end of 2024. After the creation of the implementation plan, production team will be assembled under the supervisor of the overall ceremony performance and detailed planning of the performance will be considered and decided and will start production.

○ Submission of the implementation plan

- Programme of the opening and closing ceremony and other events will be developed with the consultation with the APC.
- Invited guests will be coordinated with the APC in advance.
- Programme will be conducted to reduce the burden for participating athletes by reducing the waiting time for parade.

2.2.2 Welcome ceremony

○ Overview

- Venue: Conference Facilities in Nagoya City (tentative)
- Participants: CdM of each NPC etc.

- Content: Entry of delegation, greeting from Village Mayor, presentation of gift
 - A combination of onsite and online participation will be conducted.

2.2.3 Torch Relay

○ Overview

- Torch Relay is to attract attention and interest from the public right before the Games, and to build momentum and boost the sense of festivity towards the Games.
 - Location: The relative municipalities within Aichi Prefecture and competition venue outside Aichi Prefecture will light the torch separately, and will conduct a Flare Gathering Ceremony to combine all the sacred flame at an appropriate location signifies Aichi-Nagoya Games. The location and details will be determined.
 - Relay period: from the day of flame lighting until the opening ceremony. (October 18, 2026)
 - Flame Lighting Period: from the opening ceremony until the closing ceremony. (From October 18 to October 24, 2026)

○ Torch

- Torch design will be symbolized from the host city, Aichi-Nagoya.

2.2.4 Cultural Programme

○ Overview

- Various initiatives will be implemented at local municipalities that hosts competition venues to share the diverse cultures and values in Asia in collaboration with the host city before, during, and after the Games. Those initiatives will be considered to comprise of events aimed to facilitate interactions between those involved in the Games and local citizens and cultural programs that can contribute to promoting cooperative international relations and friendship.

○ Implementation of cultural programme

- Cultural programme will be conducted in the following venue and period.

Venue	Period
Municipality in Aichi Prefecture/where the competition venue is located	October 18, 2025 – December 31, 2026
Competition Venues, etc.	October 18 - October 24, 2026

❖ Roadmap

2.2 Ceremony and Cultural Programme	2023				2024				2025				2026				2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			
Opening & Closing Ceremonies																				
Review of implemented details	Research on past Games, review contents for implementation																			
Create the production system				Create base plan, execution plan, form production team																
Contents of the ceremonies								Review and production of performance contents												
Production of the Cauldron						Review design and specifications								Produce						
Opening and Closing Ceremonies																				
Welcome ceremony																				
Welcome ceremony		Review								Planning						Welcome Ceremony				
Torch Relay																				
Plan		Coordinate and plan with local authorities																		
Production of the Torch						Review design						Production			Official announcement					
Torch Relay																				
Cultural Programme																				
Submission of implementation plan	Coordinate with local authorities, create authorisation system																			
Review contents and coordinate with the relevant organisations					Review contents and coordinate implementation															
Implementation of cultural programmes													Conduct cultural programme							

2.3 Competition Venue

2.3.1 Competition Venue

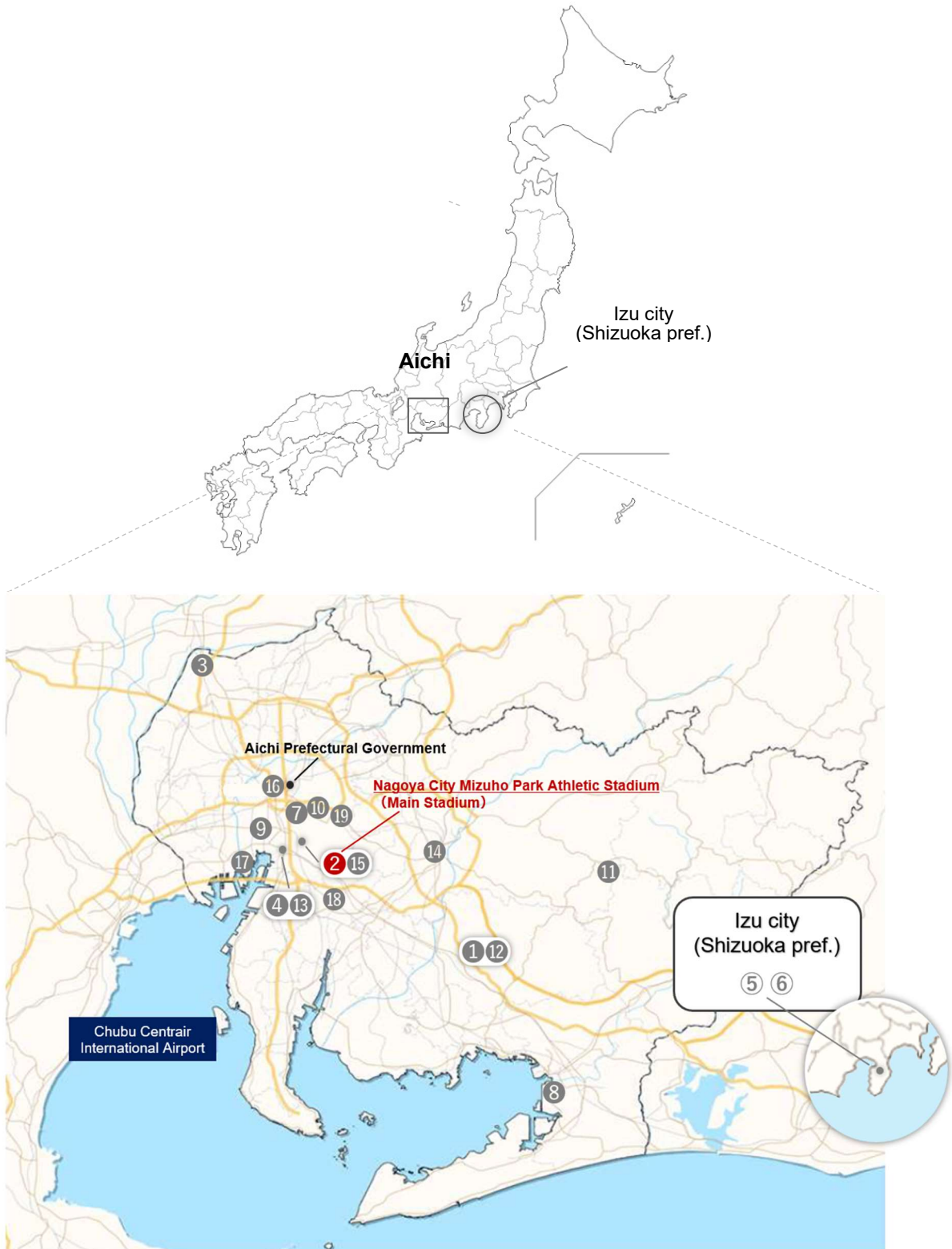
○ Overview

- Main Stadium: Nagoya City Mizuho Park Athletic Stadium (opening and closing ceremonies, athletics)
Capacity - 30,000 seats, to be completed in March 2026
- Number of competition venues: 19
- Preparations are underway for the operation of the competition venue in all possible ways.
- All competition venues will be accessible to provide adequate service for requirement of visitors.
- The IF/AF will conduct inspection, agree and report to the APC for approval.
- Once the venue is decided, coordination on operation will be arranged with the IF/AF and TD.
- Frequency assignment for wireless devices will be applied to enable wireless communication devices such as walkie-talkies to be used for Games operation.
- Utilising wireless LAN service to allow spectators to access Games information via smartphones and other mobile devices will be considered.

○ Venue Operation Manual

- Using the model venue operation plan as a reference, a venue operation plan for each venue will be prepared to consolidate various plans such as venue outline, competition outline, schedule, operation structure, venue layout, and security plan.
 - Ver. 1: By March 2025
 - Ver. 2: By August 2026

○ Competition Venues Layout




○ List of Competition Venues

	Sports	Discipline	Competition Venue
1	Para Archery		① Okazaki Chuo Sogo Park Multipurpose Square
2	Para Athletics		② Nagoya City Mizuho Park Athletic Stadium
3	Para Badminton		③ Ichinomiya City Municipal Gymnasium
4	Boccia		④ Nagoya City General Gymnasium [Rainbow Hall]
5	Para Cycling	Track	⑤ Izu Velodrome [Shizuoka]
		Road	⑥ Japan Cycle Sports Centre Circuit [Shizuoka]
6	Blind Football		⑦ Nagoya City Tsuruma Park Multipurpose Sports Field [Terraspo tsuruma]
7	Goalball		⑧ Toyohashi Gymnasium
8	Para Judo		⑨ Aichi Prefectural Martial Arts Hall
9	Para Powerlifting		⑩ Nagoya City Trade and Industry Centre
10	Shooting Para Sport		⑪ Aichi Prefectural General Shooting Gallery
11	Sitting Volleyball		⑫ Okazaki Chuo Sogo Park Gymnasium
12	Para Swimming		⑬ Nagoya City General Gymnasium [Rainbow Pool]
13	Para Table Tennis		⑭ SKY HALL TOYOTA
14	Para Taekwondo		⑮ Nagoya City Mizuho Park Gymnasium
15	Wheelchair Basketball		⑯ New Aichi Prefectural Gymnasium [Aichi International Arena]
16	Wheelchair Fencing		⑰ Nagoya City Inae SportsCentre
17	Wheelchair Rugby		⑱ Wing Arena Kariya
18	Wheelchair Tennis		⑲ Nagoya City Higashiyama Park Tennis Centre

1

Para Archery

	Competition Venue	1.Okazaki Chuo Sogo Park Multipurpose Square
	Category	Temporary
	Capacity	TBD

2

Para Athletics


	Competition Venue	2.Nagoya City Mizuho Park Athletic Stadium
	Category	Newly developed
	Capacity	Approx.30,000 seats

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Perspective drawing is subject to change.


3

Para Badminton

	Competition Venue	3.Ichinomiya City Municipal Gymnasium
	Category	Existing
	Capacity	Approx.2,000 seats



4

Boccia

	Competition Venue	4. Nagoya City General Gymnasium [Rainbow Hall]
	Category	Existing
	Capacity	Approx.5,000 seats

5

Para Cycling

	Competition Venue	5. Izu Velodrome (Track) <Shizuoka>
	Category	Existing
	Capacity	Apprpx.1,800 seats
	Competition Venue	6. Japan Cycle Sports Centre Ciecuit (Road) <Shizuoka>
	Category	Existing
	Capacity	TBD

6

Blind Football

	Competition Venue	7. Nagoya City Tsuruma Park Multipurpose Sports Field [Terraspo tsuruma]
	Category	Existing
	Capacity	TBD

7

Goalball

	Competition Venue	8. Toyohashi Gymnasium
	Category	Existing
	Capacity	Approx.3,000 seats

8

Para Judo

	Competition Venue	9. Aichi Prefectural Martial Arts Hall
	Category	Existing
	Capacity	Approx.1,500 seats


9

Para Powerlifting

	Competition Venue	10. Nagoya City Trade and Industry Center
	Category	Existing
	Capacity	TBD

10

Shooting Para Sport

	Competition Venue	11. Aichi Prefectural General Shooting Gallery
	Category	Partial reconstruction
	Capacity	TBD


11

Sitting Volleyball

	Competition Venue	12. Okazaki Chuo Sogo Park Gymnasium
	Category	Existing
	Capacity	Approx.4,900 seats

12

Para Swimming

	Competition Venue	13. Nagoya City General Gymnasium [Rainbow Pool]
	Category	Existing
	Capacity	Approx.3,500 seats


13

Para Table Tennis

	Competition Venue	14. SKY HALL TOYOTA
	Category	Existing
	Capacity	Approx.4,400 seats

14

Para Taekwondo

	Competition Venue	15. Nagoya City Mizuho Park Gymnasium
	Category	Existing
	Capacity	Approx.1,200 seats

15

Wheelchair Basketball

	Competition Venue	16. New Aichi Prefectural Gymnasium [Aichi International Arena]
	Category	Newly developed
	Capacity	15,000 seats (maximum)

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Drawing is tentative and subject to change.

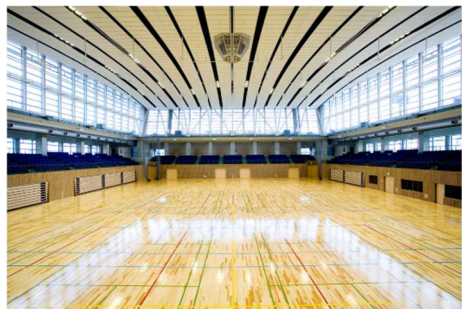
16

Wheelchair Fencing

	Competition Venue	17. Nagoya City Inae Sports Center
	Category	Existing
	Capacity	Approx.3,400 seats


17

Wheelchair Rugby

	Competition Venue	18. Wing Arena Kariya
	Category	Existing
	Capacity	Approx.2,400 seats

18

Wheelchair Tennis

 <p>*Image perspective view</p>	Competition Venue	19. Nagoya City Higashiyama Park Tennis Centre
	Category	Partial reconstruction
	Capacity	Approx.4,000 seats

❖ Roadmap

2.3 Competition Venue	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Competition Venue																	
Approval of Competition Venue	After IF/AF agreement				sequentially reported to and approved by APC												
Coordination with IF/AF and TD					Once the venue is decided, Coordination with IF/AF and TD												
Create Manual for Venue Operation									Ver.1				Ver.2				

2.4 Accommodations

2.4.1 Accommodations for Athletes and Team Officials

○ Overview

- A conventional athletes' village will not be built, instead athletes and team officials will be accommodated utilizing existing accommodation facilities and necessary function and service will be provided.
- The functions and services required for the athletes and team officials' accommodation will be ensured by utilizing existing accommodations.
- Athletes will be provided comfortable accommodations to assign hotel's rooms for the level of disability of the user, and the location between the athletes' accommodation and competition venue will be taken into consideration.
- The same level of accommodation (function and service) will be provided to the athletes and team officials participating in the same competition.
- Accommodation facilities and will be secured in collaboration with organisations and travel agencies. A management system for accommodations of athletes and term official will be created.

○ Capacity

- Accommodations for delegation up to three thousand six hundred (3,600) to forty thousand (4,000) persons will be provided in total. However, the final scale of capacity will be discussed with the APC.

○ Operation

- Food & Beverage, transport, fitness, medical etc. will be provided at each accommodation for athletes and team officials.
- In principle, athletes and team officials will be allocated per sports. However, if the NPC is relatively small and is difficult to divide the delegation, we will be flexible in allocating the NPC delegation in the same accommodation.
 - * To be determined based on the size of the delegation and participating sport from the past Games.
- Wi-Fi will be provided at each accommodation facility to set up online meeting environment so that Administration Team of the NPC could support athletes and team officials staying at respective accommodations.
- The allocation of rooms and meeting rooms will be determined with consideration to political, cultural, religious background etc.
- Security check point will be set up at entrance of area used by athletes and team

- officials in each accommodation to avoid entry of unauthorized person and to restrict dangerous items by body and baggage inspections.
- Meals will be considered respecting the cultural and religious background as well as nutritional requirements for athletes.
- If it happened an earthquake, securement of means of evacuation will be ensured especially for athletes and team officials who have difficulties to evacuate by themselves.
- Operation plan and manual will be created for the Games as well as test and training for the operation.
- NPC Service Centre
 - NPC services included CdM and team officials' accommodation, CdM meeting room and NPC service centre will be prepared to at a convenient location with easy access.
- Interaction Between Athletes etc.
 - An area for interaction exclusively for Games related stakeholders will be set up at a symbolic place in Aichi Prefecture.
 - Hospitality will be provided in various places in Aichi Prefecture for athletes and tourists.

2.4.2 Accommodation facilities for Games related stakeholders (other than athletes and team officials)

- Overview
 - Appropriate accommodations with necessary games services and accessibility will be provided to stake holders.
 - A structure and system will be established in collaboration with industry and travel agencies to secure enough accommodation facilities for games related stake holders.
 - A system will be established to provide necessary information to guests at their accommodations.
- Scope of accommodation guests
 - APC Family
 - Accommodation will be arranged with necessary functions for the Games' official hotel.
 - One of the Games' official hotels will be the Headquarter Hotel with necessary function rooms. Meetings will be coordinated at Headquarter Hotel or nearby family hotel.

Chapter 2 Accommodations

- The maximum number of room-nights will be provided by the AINAGOC. The APC Family will be eight hundred (800). Provided, however, in excess of eight hundred (800) in the maximum number of room-nights, will be provided at the reasonable price separately discussed and determined between the APC and the AINAGOC.
- The above number of guests and length of stay shall be provided by the APC at least twelve (12) months prior to the Games.
- Sports-related-officials
 - The AINAGOC will provide the hotel rooms, on a full board basis, free of charge, for a maximum of eight hundred (800) people, which include the IF technical delegates and international and national games officials.
 - The scope of the persons who will be provided sports-related-officials and other conditions of hotels will be discussed and determined between the APC and the AINAGOC.
- Media
 - The AINAGOC will facilitate access to suitable hotel accommodation with reasonable room rates for the media personnel holding the GIAC.
 - Media personal will book and pay for their own accommodation.
- Operation
 - In reference to past Games, accommodation facilities equipped with necessary function and service will be selected per stakeholder.

❖ Roadmap

2.4 Accommodations for Athletes and Team Officials	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Athletes Accommodation																	
Coordinate Accommodations to be used																	
Negotiate and sign contracts with the accommodation providers																	
Create an Accommodation Management system																	
Review various functions and operations																	
Prepare Operating Manuals																	
Operational trial and training																	
Accommodation facilities for Games Stakeholders (excluding athletes)																	
Coordination of Accommodations to be used																	
Negotiate and sign contracts with the accommodation providers																	
Create an Accommodation Management system																	
Coordination to provide the suitable accommodation based on the stakeholder																	

2.5 Games Workforce

○ Overview

- Establish the necessary organisational structure, ensure expert personnel, conduct training for the staff members to prepare and operate the Games.
- Consider and implement essential uniforms and volunteers to enliven the Games.

2.5.1 Organisation and Human Resources

○ Organising Committee structure and workforce

- Workforce Placement
 - Staffing plan will be created based on necessary workforce and organisation structure will be reinforced for the Games.
 - The updates will be made to evolve the competition planning.
- Organisational structure during the Games
 - Organisational structure and necessary workforce will be allocated based on the competition venue during the Games.
 - Updates will be made as the competition schedule evolves.

2.5.2 Recruitment, Staffing, and Training

○ Hire Experienced Professionals

- Hiring experienced professionals from private-sectors
 - Prioritizing the recruitment of experts in specialized fields, proactively hire Tokyo 2020 Games experienced staffs.
- Employ sports operational specialist
 - Appointing specialists recommended by the sports organisation.

○ Staffing during the Games

- Short-term Contractors
 - For positions that require expertise and special skills, such as interpreting, the necessary number of staff will be secured by contracting with agencies and outsourcing from related organisations.
 - For areas that cannot be covered by volunteers, additional personnel will be made to the municipalities of Aichi Prefecture, Nagoya City and other related local governments to secure workforce.

2.5.3 Volunteer

- Develop Volunteer Operation Plan
 - Volunteer Basic Operation Plan
 - Expected number of volunteers:12,000
 - Create an overall schedule, evaluate the assignment and number of positions, consolidate the activity conditions (ages, languages, number of days of activity, hours of activity, etc) and benefits (uniforms, volunteer insurance, meals, etc)
 - Volunteer Allocation Plan
 - The number of volunteers, task and skills required for each FA will be adjusted (Ver.1), updates will be made before recruitment, and after the final decision of the volunteer selection (Ver.3)
- Volunteer recruitment and screening
 - Conduct promotional events to recruit volunteer
 - Expand an aggressive campaign to recruit skilled volunteers
 - Actively work with various media to distribute flyers, post on SNS, and to promote events.
 - Coordinate with local universities, volunteer groups, civic organisations and private companies to promote recruitment.
 - Conduct recruitment events for volunteer selection.
 - Conduct an orientation session to outline volunteer activities and provide more details about the Games. Plan a workshop to assess their skills.
- Volunteer Registration System
 - The volunteer registration system will be developed by the external company. Accreditation cards will be issued based on the volunteer registration information.

2.5.4 Education and Training

- Staff Training
 - Provide appropriate training for staffs to acquire the necessary knowledge to prepare and operate the Games.
 - Workforce Training, Training by Tier, and Training by Section will be conducted.
- Volunteer training
 - Basic knowledge training: E-learning training on common knowledge, key points, awareness, and treatment of people with disabilities.

Chapter 2 Games Workforce

- Leadership training: For the leadership hopefuls, leadership training on mindset of the leader and their roles and precautions
 - Training by assignments: Training based on tasks, routine movements and case study examples, and precautions
 - Training by venue: Training on basic knowledge of the venue and its competition, how to get around, and emergency situation at the venue
- Technical staff training
 - Basic knowledge training: E-learning training on common knowledge, key points, awareness, and treatment of people with disabilities.
 - Training by assignments: Training based on tasks, routine movements and case study examples, and precautions
 - Training by venue: Training on basic knowledge of the venue and its competition, how to get around, and emergency situation at the venue

2.5.5 Uniforms

- Uniform Design
 - The uniform will be produced after the design has been determined based on the guidelines and with the approval of the APC.
- Procurement and Distribution Plan
 - The number of uniforms will be coordinated, procured and distributed.

❖ Roadmap

2.5 Games Workforce	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Organisation and Human Resources																	
Staffing plan	Continuously reviewed																
Organisational structure during the Games	● Transit to operation during Games time																
Recruitment, Staffing, and Training																	
Hire Experienced professionals	Continuous recruitment																
Hire Sports Operational Specialist	● Appointment																
Secure short-term staff	● Request etc																
	● Support etc.																

Chapter 2 Games Workforce

2.5 Games Workforce	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Organisation and Human Resources																	
Staffing plan	Continuously reviewed																
Organisational structure during the Games	● Transit to operation during Games time																
Recruitment, Staffing, and Training																	
Hire Experienced professionals	Continuous recruitment																
Hire Sports Operational Specialist	● Appointment																
Secure short-term staff	● Support etc.																
Volunteers																	
Create a Volunteer Management plan	Ver.1				Ver.2				Ver.3								
Volunteer shift plan	Ver.1				Ver.2				Ver.3								
Momentum-building events																	
Public relations activities																	
Collaboration Related organisations																	
Volunteer and hiring recruitment event					Recruitment				Hiring event								
Volunteer registration system	Prepare specifications				Develop order				Issue Accreditation card				●				
Training																	
Staff training																	
Volunteer training	Submit timeline to APC ★ General training Leadership training Role-specific training Venue-specific training																
Technical staff training	Submit timeline to APC ★ General training Role-specific training Venue-specific training																
Uniform																	
Uniform Design																	
Procurement and Distribution Plan	Order and Procurement																
	● ●																

2.6 Supplies required for the Games

2.6.1 Procurement

○ Overview

- Procure items necessary to hold the Asian Para Games.
 - A procurement plan will be created and updated to identify the items and quantities required for the operation of the Asian Para Games.
 - The necessary items will be procured at the appropriate time based on the procurement plan.
 - Disused items after the Asian Para Games will be disposed of in an appropriate manner.

2.6.2 Rate Card

○ Overview

- Goods and services will be provided on a rental basis for Athletes, media personnel etc. for use during the Games.
 - Rate card Catalogue summarising the available goods and services will be created and submitted to the APC by March 2025.
 - The RTC portal will be operational to receive orders from each country's Stakeholder representatives by June 2025.

2.6.3 Customs Clearance (Customs)

○ Customs Clearance

- Customs clearance procedures in accordance with the laws and regulations of Japan.
- Request authorities concerned to cooperate to streamline and accelerate customs procedures for supplies, materials, and equipment related to the Games used by athletes, team officials, judges, etc. and those used by the Media.
- Discussions will be held with authorities concerned regarding special items (guns, ammunition) and measures required to facilitate quick access of horses for equestrian.
- A customs clearance and forwarding guideline will be created and distributed to parties concerned.

○ Customs Duties

- Discussion with relevant agencies will be made to ensure that necessary equipment and tools are exempted from customs duties within the scope of current laws and

Chapter 2 Supplies required for the Games

regulations, and after all necessary procedures have been completed.

❖ Roadmap

2.6 Items required for the Games	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Procurement																	
Procurement Plan			Create plan		Update and examine plan				Update and examine plan								
Procurement of goods and services	[Blue bar spanning all quarters from Q1 2023 to Q4 2026]																
Disposal																	
Rate Card																	
Rate Card Catalogue		Review item and usage			Submit to APC					Update	Procure					Offer	
									★	● Present						●	
System Operation and Implementation			Requirements		Develop and test				● Operation								
Customs Clearance(Customs Duties)																	
Collection of information on customs clearance and coordination with relevant ministries and authorities		Coordinate with relevant ministries and agencies															
Prepare and issue Custom/Freight Forwarding guide										Publish guide							

2.7 Transport

○ Overview

- Smooth transport services will be provided for the parties to the Games.
- A transport plan will be considered and formulated in collaboration with authorities concerned (e.g., transport service providers) to provide smooth transport services.
- Build a cooperative system with authorities concerned (e.g., transport service providers) to secure drivers, vehicles, and waiting areas for vehicles.

2.7.1 Transport System

- A contingency plan will be established, responding to unforeseen circumstances such as traffic accidents to ensure there is no travel delay to venues.
- A transport headquarters will be established to make overall judgments and to arrange and manage various services related to transport during the period when transport services are required. Arrangements will be made to communicate and coordinate with venues, etc. and provide smooth transport services.
- A system for cooperation with authorities concerned such as transport service providers will be established to provide appropriate transport services.
- Based on the characteristics of traffic around the Games-related facilities, and to ensure smooth transportation during the Games and maintain peace and order in the urban areas, measures to curb traffic demand such as public announcements will be made to discourage the use of private cars and driving around the venue.

2.7.2 Arrival & Departure

- Appropriate transport services will be provided to parties to the Games between official airport (expected to be Chubu Centrair International Airport) and accommodations for entry into and departure from Japan.

2.7.3 Opening & Closing Ceremonies

- Many official buses will be arriving during the opening and closing ceremonies, discussion, and coordination with the concerned authorities regarding traffic control and other matters will be made to ensure smooth transportation.

2.7.4 Competition (Training) Venues

- Athletes and team officials
 - Dedicated buses will be provided for athletes and team officials for travel between the competition venues, training venues and accommodations based on the competition and training schedule.
 - For individual sports, shuttle bus services departing at scheduled times will be provided.
 - For team sports, a bus will be provided for each team to travel the competition venues and training venues.
 - Wheelchair accessible buses are available.
- APC Family
 - Various transport services will be provided to the APC Family as indicated in the accreditation card.
 - T1 — Dedicated vehicle with driver
 - T2 — Dedicated vehicle with driver shared by two or more guests
 - T3 — On demand ride sharing service to travel between the Games related venues
- Games' Officials
 - With accommodations for games' officials as the starting point, provide transportation service to travel competition venues according to the competition schedule.
- Media
 - Transport services between the Main Media Centre (MMC), accommodations for media personnel, and competition venues will be provided.
- Spectators
 - In principle, spectators will travel by public transport, and if necessary, other transportation services such as shuttle buses between the competition venue and nearest station to the venue will be considered.

2.7.5 Formulation of Transport Plan

- A transport plan that specifies transport routes, etc. will be formulated and submitted to the APC at least two (2) years before the Games.

Chapter 2 Transport

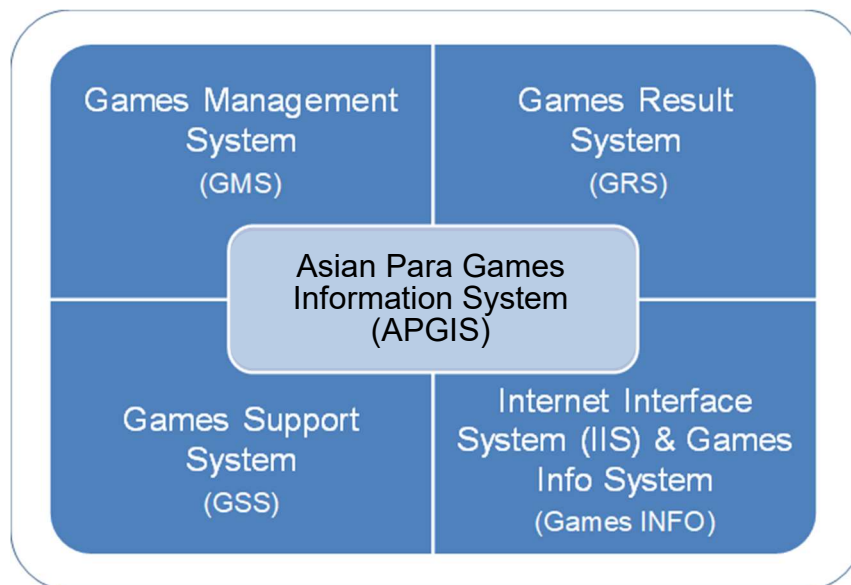
❖ Roadmap

2.7 Transport	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Transport System																	
Consider the implementation system	[Blue bar]																
Prepare/Setting-up for operation of transportation headquarters								[Blue bar]									
Adjustment of transportation service level, creation of transportation guide			Coordinate with each SH														
Coordinate with businesses for securing drivers and vehicles	[Blue bar]				Procurement of vehicles and drivers				Personnel training								
Travel demand management	[Blue bar]								Create operational plan				Transport PR				
Arrival & Departure																	
Arrival/departure Transport	[Blue bar]																
Operational preparation									[Blue bar]								
Opening & Closing Ceremonies																	
Review	[Blue bar]																
Operational preparation										[Blue bar]							
Competition(Training) Venues																	
Review	[Blue bar]																
Operational preparation									[Blue bar]								
Formulation of transport plan																	
Consider the transport plan	Examine transport routes etc.								★ Submit to APC								
Coordinate the operation of the plan	Coordinate with road/traffic management personnels				Road construction; review traffic regulation												

2.8 Information Technology

2.8.1 Asian Para Games Information System (APGIS)

- The APGIS which includes the following four systems will be developed and operated.
 - “Games Management System(GMS)” which supports operation of the Games
 - “Games Results System(GRS)” which collects and manages the competition results of the Games
 - “Internet Interface System(IIS) & Games Info System(Games INFO)” which distributes the results to Media (e.g., PCs, smartphones)
 - “Games Support System(GSS) “which supports normal operation of the APGIS such as monitoring
- To ensure accessibility, the APGIS will be modified in consultation with the APC. Appointment of consultant as necessary.
- The installation of facilities, cloud system and hardware for the APGIS will be prepared.
- The first version of a technology plan/service implementation plan to the APC at least two years prior to the Opening Ceremony.



2.8.2 Telecommunications

- The network environment will be improved and necessary electric power will be secured to ensure stable telecommunications.
- Necessary measures will be taken to cope with potential risks for information security, such as external attacks and intrusion.

2.8.3 Weather Information

- Weather information such as temperature and precipitation will be gathered and made available to the parties to the Games and spectators through the APGIS to help ensure safe operation of the Games and planning by athletes.

2.8.4 Timing & Scoring and Result Posting

- A venue system conversion plan will be created to ensure smooth transition from the Asian Games.
- System verification will be carried out through test events etc., to set up and operate the Timing and Measurement System (T&S) for accurate timing and measurement, Result System (VRS) which consolidates information about the competition and distribute correct results, and the information board (SSCB) which is necessary for the competition.

❖ Roadmap

2.8 Information Technology	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Asian Para Games Information System (APGIS)																	
Identify the requirements for the Games system																	
Design and development																	
Operation of the system																	
Cloud																	
Hardware																	
First version of the technology plan/service implementation plan																	
Telecommunications																	
Outline plan																	
Design and development																	
Operation																	
Security measures																	
Weather Information																	
Review and implement the provision system																	
Timing & Scoring and Result Posting																	
Venue system conversion plan																	
System Verification																	

2.9 Media

2.9.1 Main Media Centre (MMC)

- The MMC will integrate the International Broadcasting Centre (IBC) with the Main Press Centre (MPC)
 - Location : Nagoya International Exhibition Hall (3rd Exhibition Hall, Convention Centre, Event Hall)

2.9.2 Broadcast

- Overview
 - Produce and broadcast video and sounds by establishing the broadcast video production system.
 - The provision of the services to the Rights Holding Broadcaster that have obtained the broadcasting rights according to the Asian Para Games 2026 Media Services and Broadcast Requirements separately discussed and determined with the APC.
 - HB comprehensive plan will be created leading up to the Games including the timeline of the host broadcaster (HB) functions to ensure smooth operation.
- Establishing broadcast video production structure
 - Site inspection will be conducted at the intended broadcasting venue based on the results from the past Games and to establish the broadcast video production structure.
- Establishment and operation of the International Broadcasting Centre (IBC)
 - The IBC will be established and operated for distribution and transmission of the IS, production of the unilateral signal (specialized for countries and regions as produced by the Rights Holding Broadcasters [RHBs]), and support for transmission to home countries, etc.

2.9.3 Press

- Overview
 - Necessary services will be provided to domestic and international journalists to facilitate their work.
 - Media services will be considered based on advice from experts in the media field.
- Press operation at Main Media Centre
 - Overview

- The MPC will be established in the MMC to support press activities.
- Services
 - Necessary facilities will be provided, media personnel's needs will be considered with reference to past Games and similar events.
 - Facilities expected to be established include press workspace, photo workspace, press conference rooms, Office for each media organisation, media lounges, information desks, etc.
 - Services such as power and communications necessary for work will be provided at respective facilities.
- Press operations at respective competition venue
 - Overview
 - A Sub Press Centre (SPC) will be established at each respective competition venues to support the press activities.
 - Services
 - Necessary facilities will be provided, taking into account the scale of competition venues and media needs, with reference to past Games and similar events.
 - Facilities expected to be established include workspace, press conference room, mixed zones, etc.
 - Press Conference Rooms: The needs of each venue will be carefully assessed to determine whether arrangements for press conference rooms should be made.
 - Appropriate services, including power and communications essential for work, will be ensured at each respective facility.

2.9.4 Media Services

- Provision of information
 - Competition Information: Details such as competition schedules, start lists, and competition results will be provided.
 - Press release: Information regarding the Games (excluding competition-related details), updates from the APC and the AINAGOC, etc., will be provided.
Information will be promptly provided through the Games website and Extranet, INFO/MY INFO, press handbook etc.
- Language Services
 - Language services will be provided at the MMC, competition venues, etc.
 - The availability of language services will be determined based on media needs.

Chapter 2 Media

❖ Roadmap

2.9 Media	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Main Media Centre (MMC)																	
Base Plan	■																
Base Design		■	■	■	■	■	■	■	■	■	■	■					
Final Design										■	■	■	■	■	■	■	
Equipment Production · Construction · Maintenance										■	■	■	■	■	■	■	
Removal · Restoration																	■
Broadcast																	
Create a comprehensive HB plan				■	■	■	■	■									
Consideration to create a Broadcast video production system					■	■	■	■	■	■	■	■					
Build a broadcast video production system										■	■	■	■	■	■	■	
Construction (HB part) and operation of IBCs																	●
Press																	
Create Base plan for Press Operations at MMC	■	■	■	■	■	■	■	■									
Create Final plan for Press Operations at MMC						■	■	■	■	■	■	■					
Create MMC Press Operation Manual												■	■	■	■	■	
Implement Press Operations at MMC																	■
Create Base plan for Press Operation for respective competition venues	■	■	■	■	■	■	■	■									
Create Final plan for Press Operations for respective competition venues						■	■	■	■	■	■	■					
Create Press Operation Manual for venues.												■	■	■	■	■	
Implement the Press Operation at respective competition venues																	■

2.9 Media	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Media Services																	
Consideration to build an Extranet	■	■	■	■													
Design and development an Extranet					■	■	■	■	■	■	■	■					
Manage Extranet													■	■	■	■	■
Consideration to disseminate information regarding competition via MY INFO	■	■	■	■													
Design and development MY INFO					■	■	■	■	■	■	■	■	■	■	■	■	
Provision of information via MY INFO																	■
Press Handbook					■	■	■	■	■	■	■	■	■	■	■	■	Final ●
Press release			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Consideration to provide Language Services			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

2.10 International Relations

2.10.1 Cooperation with the APC

- The AINAGOC will attend international conferences organised by the APC (e.g., the APC General Assembly) as necessary to report on the progress of preparations for hosting the Games.
- A system of communicating between the APC and the AINAGOC will be established.
- The AINAGOC will assist with arranging various APC meetings (e.g., the APC Executive Board) listed in Section 2.10.3.

2.10.2 Cooperation with the NPCs

- The persons in charge of respective NPCs will be assigned at the preparation phase as needed to build networks as well as provide information of the Games to NPCs, support problem solving and necessary coordination.
- Efforts will be made to deepen understanding of the APC members (including languages, cultures, and customs).
- Efforts will be made to distribute information to the NPCs and collect information through the APC General Assembly, etc. Information will be provided to the NPCs through the NPC Chef-de-Mission meeting, etc.

2.10.3 Meetings

- Co-ordination Commission Meeting
 - Schedule: Until the end of the Games
 - Participants: co-ordination commission meeting members, etc.
 - Venue: a place prepared by the AINAGOC
- APC Executive Board Meeting
 - Schedule: Two days prior to the Games
 - Participants: APC EB members, etc.
 - Venue: a place prepared by the AINAGOC
- NPC Chef-de-Mission Seminar
 - Schedule: one year before the Games
 - Participants: Chefs de Mission etc. from each participating NPCs
 - Venue: To be determined by the AINAGOC

- NPC Chef-de-Mission meeting
 - Schedule: Until the end of the Games
 - Participants: Chefs de Mission from each participating NPCs
 - Venue: Chef de Mission meeting room
- Pre-Delegation Registration Meeting, Delegation Registration Meeting
 - Schedule: Few months before the Games, immediately prior to the Games
 - Participants: Chefs de Mission etc. from each participating NPCs
 - Venue: a place prepared by the AINAGOC

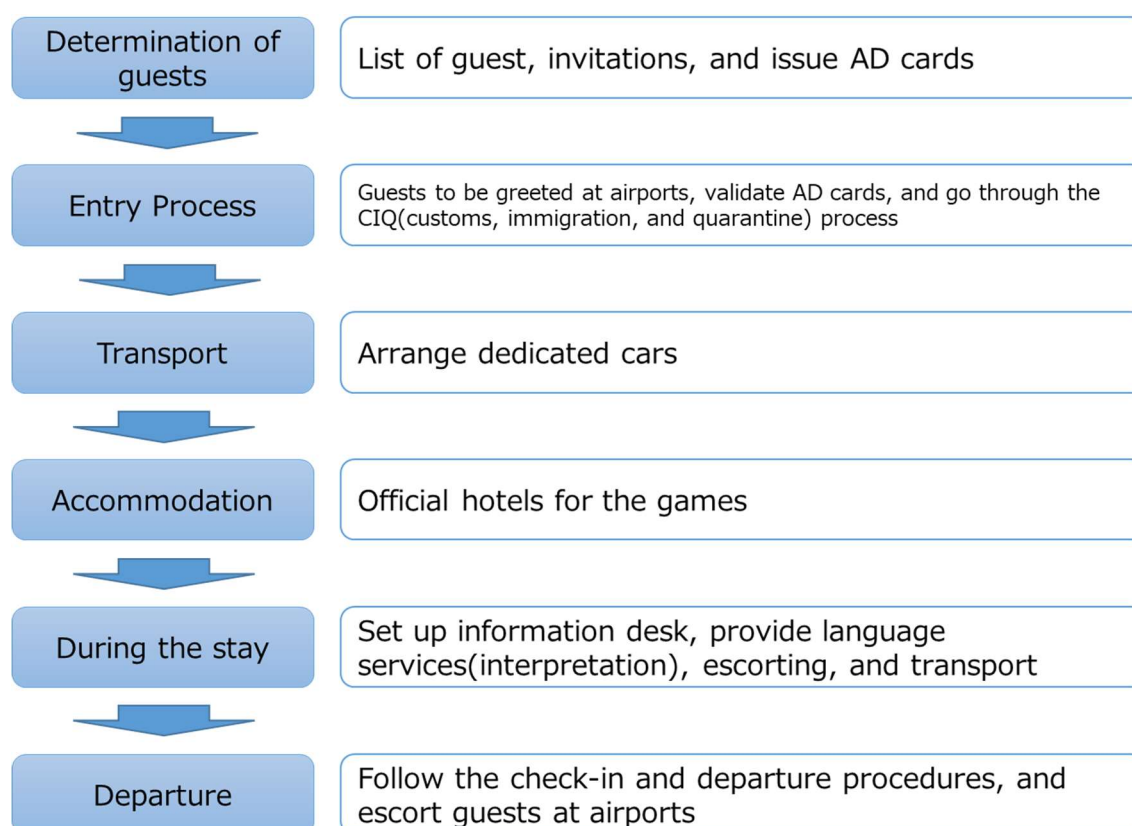
❖ Roadmap

2.10 International Relations	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Cooperation with APC																	
Attend international conferences (e.g. APC General Assembly)																	
Progress report (up to two years before the Games; report as required)																	
Progress report (from two years before the Games; report to be made every six months)																	
Communication with APC (Reinforcement of international relations section)																	
Strengthen cooperation and HR training																	
Cooperate with various APC meetings																	
Liaison with the NPCs																	
Assign APC coordinator for each country (Establish and expand the international relations section)																	
International understanding (languages, cultures, and customs)																	
Disseminate information, collect information from the NPCs																	
Meetings																	
Co-ordination Commission Meeting																	
APC Executive Board																	
NPC Chef-de-Mission Seminar																	
NPC Chef-de-Mission meeting																	
Pre-DRM, DRM																	

2.11 Protocol

○ Overview

- Domestic and international guests will be identified at an early stage, and official invitations will be sent in consultation with the APC.
- Services will be provided to guests who must be treated based on the protocol guideline (international courtesy and etiquette), from arrival in Japan to departure.
- Departments that manage international protocol will work closely with related FA's (accommodation, transportation, and ceremony) to provide international protocol service smoothly.



2.11.1 Protocol by Venues

- Official airports for the Games (expected to be Chubu Centrair International Airport)
 - Services (e.g., greeting guests, escorting, etc.) will be provided.
 - Coordination with authorities concerned will be ensured so that the CIQ (customs, immigration, and quarantine) process can be completed smoothly.

- Official hotels for the Games
 - Arrange appropriate accommodation for the APC Family.
 - An information desk will be set up to accept applications to use special vehicles, etc.
 - Hold social and cultural exchange program for the APC Family.
 - Protocol services will be provided based on each individual’s accreditation. The contents will be considered.
- Opening and Closing ceremonies
 - Special entrances and exits and traffic flows, and parking lots will be arranged to enable guests to enter and leave the venues smoothly and to ensure security.
 - VIP seating area and VIP lounges, Family seating area and Family lounge will be arranged.
- Competition Venues
 - Entrances and exits, traffic lines, and parking lots will be arranged to enable guests to enter and leave the venues smoothly and to ensure security.
 - Provide information about competition and make T car reservations, etc.
 - Family area and Family lounges with refreshments will be arranged.

2.11.2 Protocol Plan Development

- Protocol Plan (Version 1) will be developed and submitted to the APC at least eighteen (18) months prior to the Games.

❖ Roadmap

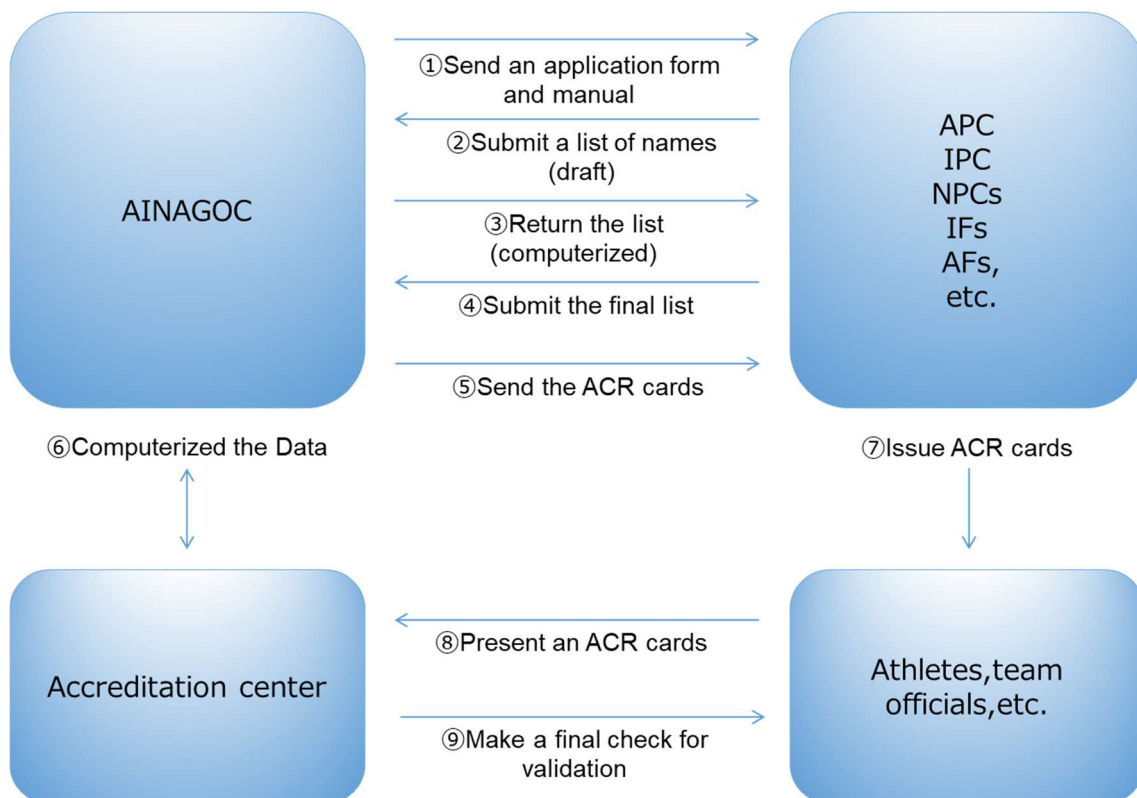
2.11 Protocol	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Develop a Protocol plan																	
Consider protocol plan																	

★ Submit protocol plan(Ver.1) to APC

2.12 Accreditation

○ Overview

- Arrangements will be made to ensure that only appropriately qualified parties to the Games can access necessary zones in facilities related to the Games by a proper method. A system will be built to ensure that tasks for administering the Games are carried out efficiently and safely.



2.12.1 Establishment of Accreditation Categories

- Establish accreditation guidelines and systematically categorize access of facilities and zoning based on their accreditation categories according to affiliation and duties during the Games.
- A system will be established to issue temporary passes (e.g., guest passes, day passes, upgrade card) to individuals who need temporary access to perform their tasks.

2.12.2 Immigration Procedures and Accreditation

- Discussions will be held with ministries and agencies regarding the addition of identification (ID) functions to accreditation cards (ACR cards) and temporary exemption of visas to help the parties to the Games enter Japan easily.

2.12.3 Accreditation Centres

- Accreditation centres will be established at necessary facilities such as, airports designated by the Organising Committee, and MMC, to handle procedures (e.g., validation of ACR cards, reissuance of ACR cards after validation).
- Information regarding application for accreditation cards will be released and accepted after the fourth quarter of 2025.

❖ Roadmap

2.12 Accreditation	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Establishment of accreditation categories																	
Decide on accreditation categories, temporary passes.etc. (ACR Guideline)	Formulation of basic plan				Formulation of guideline				★ Submit to APC								
Immigration procedures and accreditation																	
Consult with ministries and agencies regarding immigration procedures	Consult with Foreign ministry and Immigration				● Submission of written request												
Accreditation centre																	
Decide on accreditation centres					Review				Formulation of manual								
Application/Sending of cards (ACR System in operation)													System Registration, Printing & Distribution				

2.13 Security

○ Overview

- An appropriate security guideline will be formulated based on security in Japan and international security.
- A security guideline will be considered and formulated in coordination with authorities concerned, including the police and firefighting authorities.
- Security staff and equipment will be secured based on the security guideline.

2.13.1 Security Organisation

- A security control headquarters will be established during the Games. Establishment of on-site offices will be considered at respective facilities related to the Games including competition venues.
- Smooth security operation will be ensured for the Games in cooperation with the competition venues, transport and protocol departments, etc.
- A system for cooperation with authorities concerned will be established such as the police and fire department to ensure appropriate security and handling depending on the authority.

2.13.2 Security Measures

○ Competition Venue

- Security staff, etc. will be assigned in and outside competition venues.
- Measures will be taken to prevent accidents and confusion (e.g., separate the traffic flow of the parties to the Games from that of spectators).
- When spectators enter the venues, body and baggage inspections will be conducted using security equipment such as metal detectors, to prevent hazardous items from being brought into the venues. Parties to the Games will also be inspected.
- Appropriate zoning will be ensured (e.g., prohibition of access by spectators into the zones for parties to the Games, separation of seats for VIPs from those for spectators). Security staff, etc. will be assigned at the borders between zones to implement appropriate measures such as access control.

○ Accommodations for athletes and team officials

- Security staffs will be assigned in and outside the Asian Para Games official area.
- Security checkpoints will be established at the entrances to the official areas of the Games to prevent the entry of unauthorized personnel by checking accreditation card,

along with body and baggage inspections using metal detectors. Other security equipment will also be used to prevent the entry of hazardous materials.

- Opening and Closing ceremonies
 - Many VIPs are expected to attend the opening and closing ceremonies, and the number of spectators will also be large. Sufficient security staff and equipment will be allocated.
- Other facilities (e.g., the Main Media Centre (MMC), the APC family Hotel)
 - Security staff and equipment will be allocated appropriately depending on the scale, purpose, usage conditions, etc. of the facilities.
- Security for VIP and APC Family
 - Appropriate measures will be taken for VIP and APC Family in consultation with authorities concerned such as the police.
 - Appropriate measures will be taken when VIP and APC Family observe Games at the competition venues or participate in events (e.g., separation of traffic flows from spectators, separation of zones from general spectator seats). The security organisation will be upgraded as necessary, such as by adding security staff.
- Vehicles
 - Vehicles for the Games will be inspected as necessary upon entering facilities.
 - Vehicles will only be allowed to enter secure facilities with prior authorization to prevent the influx of general vehicles.

❖ Roadmap

2.13 Security	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Implementation system																	
Establish and commence operation of headquarters and local offices																	
Cooperate with other FAs such as competition venues, transport, protocol, etc.																	
Coordinate with the Police, Fire service and other relevant agencies																	
Countermeasures																	
Security Guideline (G) and Security Plan (P) for each facility																	
Secure security guards and security equipment																	

2.14 Promotional Activities for the Games

○ Overview

- In order to effectively public relations and advertising activities at appropriate timings, carry out systematic advertising for the host and participating countries in cooperation with the host city and the APC.

○ Media Exposure Planning

- Media relations plan, including the advertising and social networking, will be developed and submitted to the APC two years prior to the Games.

○ Official Report

- Official report (detailed version and overview version) will be created and announced within one year after the closing of the Games.

2.14.1 Internet

○ Launch and operation of the official website

- From 2024 to 2026

○ Social networking (e.g., X<formerly known as 'Twitter'>, Facebook, Instagram, YouTube)

- From 2024 to 2026

○ Connect with Influential media

- Engage with internationally influential global media for promotion as needed

2.14.2 Promotional Event

○ Domestic Promotional Events

- From 2023 to 2026
- Promotional events and countdown events will be conducted with large-scale events in Japan (e.g., international sports events including the Kobe 2024 Para Athletics World Championship). Also, promotional events will be planned. Those promotional events will be held associated with host city.

○ City Dressing

- From 2025 to 2026
- City Dressing will take place on the major roadways, public transportations, and the vicinity of the competition venue.

- Main content: Display flags, banners & countdown boards, in partnership with the host cities, and gain promotional and advertising opportunities.
- Promotion at the APC General Assembly, etc.
 - A PR booth will be set up to report the preparation status of the Games and introduce the host city.
- Promotional activities at international sports events, etc.
 - From 2024 to 2026
 - Activity examples: Set up PR booths at international sports events, including the Paris Paralympics, to publicize the preparations status of the Games and advertise the host city.
- PR Ambassadors
 - From 2024 to 2026
 - Designate High-profile athletes, etc. as PR ambassador, and disseminate information about the Games and Japan's charms including the host city through that PR Ambassadors.
- Collaboration with Universities
 - Provide opportunities for the students to actively support the Games through the partnership agreement with AICHI ASSOCIATION OF UNIVERSITY PRESIDENTS, which is formed by the university presidents from all fifty-two (52) universities in Aichi Prefecture. Students will play major roles in the Games and gain lifetime experience through these activities.
 - Suggestions from the students will be incorporated to promote and build momentum for the Games in collaboration with them.
 - Encourage college students to participate as volunteers and actively support the Games.
- Partnership with host cities and local municipalities
 - Promote and build momentum for the Games in partnership with host cities and local governments, including the Flag Tour to display the replica of the APC flag that was presented at the Closing Ceremony of the Hanzhou Games.
 - From November 2023 to March 2024
 - Venue: 54 municipalities in Aichi
 - During the Games, create a Livesite (tentative naming) for athletes & community members to enjoy and interact outside of the competition venue.
 - In coordination with the host city and the local governments, consideration will be

given to promoting understanding and awareness of Para Sports by conducting the educational programme, including the Japanese version of the “I’m POSSIBLE” movement, through schools.

2.14.3 Media Relations

- Enhanced communication with domestic media
 - From 2023 to 2026
 - Content: The following actions will be taken for major domestic media.
 - Cooperative relationships will be built with domestic media personal.
 - Press releases distribution.
 - Hold press conferences.
 - Conduct periodic information exchange meetings with media personal.
 - Create and distribute the factbook.
- Timely information dissemination to foreign media
 - From 2024 to 2026
 - Provide timely press releases to foreign.

2.14.4 Publications

- Posters and Brochures for the Games
 - From 2023 to 2026
 - Create posters and brochures for the Games and distribute them to all relevant parties.
- Newsletters
 - From 2024 to 2026
 - Newsletters will be created to distribute preliminary information about the Games.
 - Publication frequency: quarterly from 2024 to 2026
- Guidebooks for the Games
 - From 2025 to 2026
 - The guidebook for the Games will be created and sold.
- Promotional goods
 - From 2019 to 2026
 - Create and distribute various promotional items, including pins, to event participants and other opportunities.

2.14.5 Information Centres

- In 2026
- Information centres will be established at MMC, etc. to provide information about the Games (e.g., distribute the brochures for the Games, etc.).

❖ Roadmap

2.14 Games Promotion	2023				2024				2025				2026				2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			
Use of Internet																				
Create and manage official webpage					Discussion with the APC				Transition to Games website											
Manage SNS					● Open															
Monitor PR Events																				
PR event at major events, Countdown events etc.					1000days to go		2years to go		1year to go		100days to go									
PR at international sporting events																				
Coordinate with universities					Conduct workshops, idea contest etc. to carry out collaborative projects															
Cooperate with host city and local authorities					Collaborate with the local government to build momentum										Fanzone (tentative)					
Media Relations																				
Enhanced communication to the national media																				
Provide information to foreign media in a timely manner																				
Publication																				
Games posters and phamplets																				
Newsletter					●	●	●	●	●	●	●	●	●	●	●	●				
Games Guidebook																				
Promotional items																				
Information Centre																				
Setup Information centres																				

2.15 Marketing

2.15.1 Sponsorship, Licensing & Merchandising

○ Sponsorship

- Outline of our marketing program will be submitted to the APC no later than October 2024.
- Promote sponsorship sales and sign contracts with potential AINAGOC sponsors based on the sponsorship program (determine sponsorship tiers and categories).
- Support sponsorship activities for the AINAGOC sponsors to protect their rights would generate benefits for the official sponsor of the Games.

○ Protection of intellectual property rights

- Obtain a trademark registration of the Games mark in Japan and, where appropriate after consultation with the APC, overseas as well, to establish intellectual property rights for the Games mark.
 - Trademark registration (45 categories) for emblem, slogan, mascot etc. will be applied.
 - Develop an intellectual property protection program and implement measures against ambush marketing to protect the rights of Games partners.
 - Approval of the usage of intellectual property of the Games for rights holders.

○ Licensing & Merchandising

- Establish licensing secretariate office and solicit and select licensees based on the licensing program.
- Develop official products, such as Games' emblems or mascot logos that will build momentum and contribute to the production and sales of the product.
- Create and sell traditional craft to raise awareness of regional revitalization.

2.15.2 Ticketing

○ Ticket Sales

- After contracting the ticket distributor to implement ticket planning and sales, the details including the sales policy, prices and schedule will be developed.
- Build a system for ticketing to sell and issue tickets to the public and stakeholders.

○ Seat management at competition venues

- Seating plans for each venue will be developed based on the competition schedule

and customized block plans, that reflect the site survey.

○ Ticket Control

- We will review the venue operations for each competition facility, including the development of the operation plan for the ticket control and seating assistance and staff training.

❖ Roadmap

2.15 Marketing	2023				2024				2025				2026				2027
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Sponsorship, Licensing and Commercialisation Plan																	
Develop Sponsorship programmes				■	■												
Sponsor sales and signing of contract				■	■	■	■	■	■	■	■	■	■	■	■	■	
Implement Sponsor activation				■	■	■	■	■	■	■	■	■	■	■	■	■	
Protection of intellectual property rights				■	■	■	■	■	■	■	■	■	■	■	■	■	
Develop Licensing Programme				■	■												
Establish a Licensing Secretariat				■	■												
Recruit and select licensees				■	■	■	■	■	■	■	■	■	■	■	■	■	
Production and sales of licensed products				■	■	■	■	■	■	■	■	■	■	■	■	■	
Production and sales of products that contribute to local revitalisation													■	■	■	■	
Report to the APC																■	★
Ticketing																	
Selection of Ticket Distributor				■	■												
Develop a Ticket sales plan					■	■	■	■	■								
Build a Ticket sales system					■	■	■	■	■								
Competition schedule and seating plan					■	■	■	■	■	■	■	■	■	■	■	■	
Develop venue operational flow, and staff training										■	■	■	■	■	■	■	
Commence Ticket Sales													■	■	■	■	
Report to the APC																■	★